

The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
Board of Registration of  
Real Estate Appraisers  
239 Causeway St, Suite 500,  
Boston MA 02114  
617-727-3055

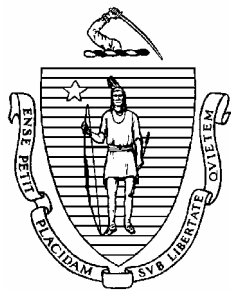
Dear Applicant:

In order to determine that the educational credits accrued by applicants for licensure and certification meet the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Registration of Real Estate Appraisers (Board), the Board will review courses in accordance with the following guidelines. Furthermore, the Board reserves the right to seek and obtain additional information in ruling on the acceptability of educational credit.

The Board will review all course materials provided by the course providers and evaluate the appropriateness of the subject matter, length of course and credit hours to be awarded, the examination given for the course, and the qualifications and preparation required of instructors. Based on this review, the Board will generate a list of approved courses for which credit toward licensure or certification will be allowed.

The 15-hour National Uniform Standards of Professional Appraisal Practice (USPAP) material is designed to aid appraisers in all areas of appraisal practice seeking competency in the USPAP. This course or an AQB certified equivalent course is intended to fulfill the 15-hour requirement as established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

The 7-hour National USPAP course or a certified equivalent course focuses on the changes to the Uniform Standards of Professional Appraisal Practice (USPAP). This course is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation.



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**Real Estate Appraiser Uniform Standards of Professional Appraisal Practice (USPAP)  
Courses Application**

**Credit awarded for completing the 15-Hour USPAP Course may not be applied toward continuing education course requirements.**

15-hour USPAP Course Application Fee: \$338.00

7-Hour USPAP Course Application Fee: \$170.00

Before completing the information below, please review the Board's rules and regulations, 264 CMR 9.00, available at the State House Book Store at 617-727-2834 or on our web site [www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra) . **The Board does not approve on line or distance 15-hour USPAP courses.**

1. Payment must be made by check or money order payable to the Commonwealth of Massachusetts. Application fees are NON-REFUNDABLE. Each course must accompany a separate application. If multiple applications are submitted together, the checks **MUST** be separate and the materials must be appropriately organized together with its respective application.

2. Name of course Provider: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone (for public disclosure)\_\_\_\_\_

5. Contact Person: \_\_\_\_\_Telephone: \_\_\_\_\_

6. Provide a brief description of the organization (attach additional sheets if needed).

\_\_\_\_\_

**Authorized Agent**

7. Person legally authorized to act on behalf on the provider named in item 2 of this application in all matters before the Massachusetts Board of Registration of Real Estate Appraisers including but not limited to matters of discipline, approval or denial of course approval, maintenance of student records, course approval renewals, regular correspondence and any other matters deemed by the Board to be necessary.

Name: \_\_\_\_\_

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Phone: \_\_\_\_\_

___ 15-Hour National USPAP	___ 15-Hour National USPAP Equivalency
___ 7-Hour National USPAP Update	___ 7-Hour National USPAP Update Equivalency

**The Board will add the edition of USPAP (2005 – 2006, etc.) to the title. The Board’s approval is valid for three years. However, the Provider MUST submit the new AQB equivalency certification for each USPAP edition occurring during the Board’s 3 year approval period. When the Board receives this, the title on file with the Board will be updated to reflect the subsequent edition of USPAP.**

**If the course is the National USPAP Course then the Authorized Agent of the provider must submit a request for the Board to update the records to reflect a subsequent edition of USPAP and Student Manual together with a statement attesting that all other aspects of the course are the same.**

9. All of the following materials are required and must be submitted together with this application.

- All texts and materials used in teaching the course including materials for the instructor's use.
- Course description and subject matter outline. The outline **MUST** include the time spent on each segment of the course
- The method used in taking attendance.
- Instructor AQB certification
- 15-Hour National USPAP course: AQB Confidentiality or License Agreement if executed
- Equivalency course: AQB Certification

**Failure to include all the documents together with the completed application will result in denial of course approval. Course approval takes 30 to 60 days at a minimum**

10. I, \_\_\_\_\_, legally authorized agent for the provider named herein, state under the pains and penalties of perjury that all of the information contained in the application and accompanying documents are true and correct. I further attest that **ALL** of the instructors used in the offering of the course named herein are certified by the Appraiser Qualifications Board (AQB).

Date \_\_\_\_\_

Date \_\_\_\_\_

My commission expires on: \_\_\_\_\_

SAMPLE PRIMARY COURSE COMPLETION CERTIFICATE

**Bolded text is required information**

**Name of Provide**

**Address of Provider**

**Name of Licensee or License Applicant**

**Address of Licensee or License Applicant**

Congratulations, you have **successfully completed (NAME OF COURSE), (COURSE APPROVAL NUMNER)** offered by the provider named above at **(LOCATION AT WHICH THE COURSE WAS OFFERED)** on **(BEGIN AND END DATES MM/DD/YY)**.

You achieved a score of **(SCORE)** on the examination offered upon the conclusion of the course.  
Examination Date: **(DATE OF EXAM)**.

The above named course offered by the above named Provider is approved for **(NUMBER OF HOURS APPROVED BY THE BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS FOR EACH EDUCATION TOPIC FOR WHICH THE COURSE IS APPROVED)**. You have been awarded a total of **(TOTAL NUMBER OF COURSE HOURS APPROVED BY THE BOARD)** of Primary Education credit.

**Signature and printed name of Provider/Authorized Agent**

Printed name of instructor